

CHAPTER 12

OFFICER SERVICE RECORDS

In this chapter we discuss officer service records. Both local documents and the service record maintained by Commander, Naval Personnel Command (COMNAVPERSCOM) are covered. As a Yeoman, no matter where you are assigned, there is a good possibility that you will be required to work with officer-related documents.

CREATION, MAINTENANCE, AND USE OF OFFICER SERVICE RECORDS

Per NAVADMIN 229/00, the Officer Service Record will no longer be maintained for officers on full-time active duty. The permanent record is maintained at COMNAVPERSCOM in microfiche format.

NAVADMIN 229/00 did not eliminate requirements to prepare and forward documents that were previously filed in the Officer Field Service Record (OSFR), but it did redefine the distribution requirements for those documents. Local Personnel Offices/PSDs will maintain the following forms and ensure compliance with Privacy Act guidelines contained in SECNAVINST 5211.5 series:

- NAVPERS 1070/602, Dependency Application/Record of Emergency Data.
- DD93, Record of Emergency Data.
- SGLV-8286, Servicemembers' Group Life Insurance Election and Certificate.
- SGLV-8285, Request for Insurance, if applicable. (Mail originals to NAVPERSCOM (PERS-313C1).)

OFFICER PERMANENT PERSONNEL RECORD

The permanent officer record is maintained in the Commander, Naval Personnel Command (COMNAVPERSCOM) in Electronic Military Personnel Records System (EMPRS). Documents that reflect an officer's character, professional qualifications, fitness for service, performance of duties, entitlements, and that affect or influence a

member's career and benefits will be filed therein, per BUPERSINST 1070.27 series.

Documents filed in the officer permanent personnel record are placed in 1 of 18 categories based on the type of information in the document. Each category is assigned a unique field code to allow grouping of or control access to documents by type. When printed to microfiche, documents are printed on one of six microfiche. The following outlines categories of documents filed on each microfiche:

- Fiche No. 1
 01. Not used
 02. Latest photograph
 03. Fitness reports and attachments
 04. Medals, awards, and citations
- Fiche No. 2
 05. Educational data
 06. Qualifications data
 07. Appointments, promotions
 08. Reserve status
 09. Service determination, separation, retirement, casualty, death
 10. Miscellaneous professional history data
- Fiche No. 3
 11. Security investigations, clearances, personal history statement
 12. Record of emergency data
 13. Record changes
 14. Personal background data
 15. Miscellaneous personal data
- Fiche No. 4
 16. Orders
- Fiche No. 5
 17. Privileged information, adverse material, family advocacy program, medical boards, physical evaluation boards, prisoner of war (POW) data, etc.
- Fiche No. 6
 18. Enlisted record for officer with prior enlisted service.

Access to the record of an officer is normally limited to the officer concerned, an agent or a representative of the officer specifically authorized in writing, COMNAVPERSCOM, personnel who are required to review military service records in the performance of their official duties, boards convened by the Department of the Navy, courts-martial, and as directed by a court order signed by a judge.

Any information that is rightfully placed in the official record of an officer may not be removed except by special authorization of SECNAV. Once submitted to COMNAVPERSCOM, an official document becomes the property of the Navy Department and is not subject to change. A document may be amended or supplemented by correspondence forwarded via official channels. In such cases, the forwarding correspondence must be made a part of the document being amended or supplemented.

STANDARD FILING SEQUENCE

When documents are submitted or received on behalf of an officer, they are filed in the service record on the side and in the sequence indicated in table 12-1. Not all of the documents listed apply to all officers. Normally, only the current copy of each document is filed. In the table, a "T" identifies documents to be removed from the field service record and returned to the officer upon permanent change of station transfer.

SUMMARY

The information in this chapter was intended to provide you with a overview of the officer service record. Although it has covered the most important and most frequently occurring documents, there are other documents you may encounter. For additional information beyond the scope of this chapter, refer to the MILPERSMAN 1070-040.

Table 12–1.—Standard Filing Sequence

| <p align="center">LEFT SIDE</p> <p align="center"><i>File in sequence, with the item designated “a” on top.</i></p> | <p align="center">RIGHT SIDE</p> <p align="center"><i>File in sequence, with the item designated “a” on top.</i></p> |
|--|---|
| a. NAVPERS 5510/1, Record Identifier for Personnel Reliability Program | a. NAVPERS 1070/613, Administrative Remarks |
| b. OPNAV 5211/9, Record of Disclosure, Privacy Act of 1974 | b. NAVPERS 1070/605, History of Assignments |
| c. NAVPERS 5510/3, Personnel Reliability Program Screening and Evaluation Record | c. NAVPERS 1301/51, Officer Data Card |
| d. OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access | d. NAVPERS 1070/125, Limited Duty/Warrant Officer History Card |
| e. (T) Official correspondence from current command (e.g., Letters of Appreciation and Commendation, temporary designation letters) | e. NAVRES 1301/4, Officer Qualification Questionnaire |
| f. Current PCD orders and all endorsements | f. NAVPERS 1210/5, Officer Qualifications Questionnaire |
| g. NAVRES 1321/1, Officer Application/ Orders for Inactive Duty Training, or | g. NAVCOMPT 3072, Dependency Station Action |
| h. NAVRES 1321/2, Inactive Duty Training Orders: Termination/Cancellation Modification | h. SGLV-8286, Servicemen’s Group Life Insurance Election and Certificate |
| i. (T) Certificates from Navy schools, training, and correspondence courses | i. DD 1172, Application for Uniformed Services Identification Card/DEERS Enrollment (<i>current copy only</i>) |
| j. Personal and Unit Award Citations | j. NAVPERS 1070/602, Dependency Application/Record of Emergency Data |
| k. Letters of permanent warfare designation, significant qualifications, special duty assignments, and incentive pay | k. NAVPERS 1070/10, Officer Photograph Submission Sheet |
| l. OPNAV 5350/1, Drug and Alcohol Abuse Statement of Understanding | l. DD 214, Certificate of Release or Discharge from Active Duty (<i>ALL</i>) |
| m. DD 2366, Montgomery GI Bill (MGIB) Act of 1984 | m. NAVPERS 1200/1, Ready Reserve Transfer Request/Service Agreement |
| n. OPNAV 1780/1, Statement of Understanding—Selected Reserve Educational Assistance Program | n. NAVPERS 1421/7, Delivery of Temporary/ Permanent Appointment (<i>present grade</i>) |
| o. DD 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility | o. NAVPERS 1000/22, Acceptance and Oath of Office (<i>ALL</i>) |
| p. SF 85P, Questionnaire for Public Trust Positions | p. NAVCRUIT 1000/20, Officer Appointment, Acceptance and Oath of Office (<i>ALL</i>) |
| q. SF 86, Questionnaire for National Security Positions | q. NAVPERS 1070/74, Officer’s Report of Home of Record and Place from Which Ordered on a Tour of Active Duty |
| r. DD 398-2, Personnel Security Questionnaire (National Agency Checklist), or | |
| s. DD 1879, Request for Personnel Security Investigation (PSI) (<i>if PSI pending</i>) | |
| t. DD 398, Personnel Security Questionnaire (BI/SBI) | |
| u. NAVPERS 1070/877, Statement of Service | |
| v. NRPC 1820/6, Notification of Eligibility for Retired Pay at Age 60 | |
| w. NAVCRUIT Forms, Officer Program Statement/ Service Agreement | |
| x. DD 1934, Geneva Conventions Identification Card for Medical and Religious Personnel who Serve in or Accompany the Armed Forces (<i>may be placed in envelope and stapled to inside, left cover</i>) | |

